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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 10 October 1960

FROM : Acting Chief, Clerical Training

SUBJECT: Weekly Activity Report, No. 35, 4 October - 12 October 1960

1. Number in Clerical Orientation Training: During the week of 3 October - 7 October 1960, there were 23 trainees in Clerical Orientation Training.

2. Number in Clerical Induction Training: During the week of 3 October - 7 October 1960, there were 42 trainees in Clerical Induction Training; of these, 10 entered classes for the first time.

3. Results of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week 3 October - 7 October 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	22	5
Shorthand	9	2

(b) The results of the tests administered to clerical applicants for the week 3 October - 7 October 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	9	4
Shorthand	5	2

4. Clerical Refresher Training Program 102 Completed on 7 October 1960: In this Refresher Training Program, students were enrolled from the following Agency components: DDP, 12; DDI, 7; DDS, 13. The total number of students was 32. Seven members of the Intermediate Shorthand Dictation class and three members of the Typing Techniques Review class met the requirements of the Agency Clerical Skills Qualification Tests during this program.

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5. Security Officer Audits Orientation Lecture: Mr. [REDACTED] audited the Security lecture which is given by the staff of COT. After the lecture he met with the instructors to express his reactions and to answer questions. We have asked that Mr. [REDACTED] also advise us on the Security phase of the Telephone Techniques lecture. He plans to audit this presentation next week.

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[REDACTED] told me that Bill was very phased. Several questions were placed with him and he supplied answers which will definitely improve the lecture.

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